

APP # 33
Selection Of Consultants

I. General Statement of Policy

In accordance with Chapter 579 of the Acts of 1980, this policy is established to govern the selection of consultants and designers by the Town of Concord. The primary purpose of the policy is to ensure that the Town engages the best available designers or consultants at a reasonable price and complies with the appropriate State statutes and Town by-laws.

II. Categories of Consultant Services

A. Services with an estimated cost of less than \$4,000 are categorically exempted and normal purchasing procedures apply.

B. Minor Design Services

Any of the following services provided by a designer, programmer, or construction manager in connection with any public construction project including buildings, structures, sewers, water mains, drainage, sidewalks, roads, and parking lots.

a. preparation of master plans, studies, surveys, soil tests, cost estimates or programs;

b. preparation of drawings, plans or specifications, including but not limited to schematic drawings, preliminary plans and specifications, working plans and specifications or other administration of construction contract documents;

c. supervision or administration of a construction contract;

d. construction management or scheduling.

For which projected fees are estimated between \$4,000 and \$10,000.

C. Major Design Services

Those same services specified under paragraph A for which projected fees are expected to exceed \$10,000.

D. Consultant Services

All professional services contracted for by the Town on either an on-going or project basis not included within the category of major or minor design services with the specific exclusion of Town Counsel services.

III. Minor Design Services

A. For services between \$4,000 and \$10,000

1. For services for a particular project the department head shall solicit proposals from a minimum of three interested firms, and shall interview same.

2. The Statement of Qualifications and Evaluation forms contained in Appendixes B and C shall be completed for each firm. The department head shall contact at least two references (one a contractor and one an owner) for the preferred choice and complete the reference form contained in Appendix D.

3. A recommendation plus all evaluation and reference shall be submitted to the Town Manager in writing for his or her approval. The department head should then negotiate a contract to be prepared for the Town Manager's signature.

IV. Major Design Services

A. The Finance Director's Office shall maintain a list of all designers who ask to have requests for proposals routinely sent to them.

B. A Selection Board consisting of the department head, an architect or professional engineer (staff or volunteer), and another staff or volunteer member with related qualifications shall be appointed by the Town Manager for each project.

C. The department head shall prepare a request for proposals which as a minimum shall contain the information required by Appendix A; the Statement of Qualifications form in Appendix B; and administrative procedures for submittal. The RFP shall be approved by the Town Manager for each project.

D. A "Notice of Availability of Work" shall as a minimum be provided the Secretary of State's Office for publication in the Central Registry and be published in a newspaper of general circulation at least two weeks before the due date and be mailed to all interested firms on the list under IV.A. In addition, other firms selected by the Selection Board shall be mailed an RFP such that at least seven RFPs are distributed.

The "Notice of Availability of Work" shall include as a minimum the following: (see MGL C7, S30E) (See sample form attached)

1. Description of the project, including the specific designer services sought, estimated construction cost, and the time period within the project is to be completed.

2. The availability of a written RFP and how to obtain it.

3. If a pre-submittal briefing will be held, when and where.

4. The qualifications required of applicants for the projects.

5. The categories of designer's consultants, if any, for which applicants must list the names of consultants which the applicant may choose to use.

6. Whether the fee has been set or will be negotiated, and if the fee has been set, the amount of the fee.

E. The Selection Board shall review the submittals, complete an evaluation form (Appendix C) on each (Part 1 only if not interviewed and Part I, II and III if interviewed); interview at least three firms; contact at least three references (one contractor and two owners) for each and complete the reference form (Appendix D). If necessary, projects shall be field visited by the Selection Board. A written recommendation shall be submitted to the Town Manager including whether each firm is recommended or not recommended and why; and their rank order; and accompanied by completed evaluation and reference forms.

F. After Town Manager's approval, the department head shall negotiate a contract to be prepared for the Town Manager's signature.

VI. Special Situations

The following special exceptions shall apply.

1. A consultant once retained for data processing services may be continued.
2. An auditor once selected may serve a total of five years before new proposals must be sought.
3. For non-project specific engineering, planning or assessing services which fall into the category of operational support, the following shall govern.
 - a. If the fees are projected to be between \$4,000 and \$25,000 on an annual basis then the procedure under III above shall be followed for a five-year cycle.

APPENDIX A
Minimum Information To Be Included In Requests For Proposal

1. Name, location and description of project including amount of fee if preset.
2. Description of services to be performed.
3. Description of process to be used in selection.
4. Information to be included with proposals including Qualification Statement.
5. Place of submittal of proposals and due date.
6. Timetable for completion of services with intermediate due dates and description of work due at each stage.
7. Description of any work on project to date.
8. Description of assistance which will be provided by Town.
9. Name of Town contact person who can answer questions on scope of services and process.
10. Time and place of pre-submittal briefing session if one will be held.

APPENDIX B
Statement Of Qualifications

All proposals shall include as a minimum the following information:

1. Name of firm
2. Address of firm
3. Name of contact person
4. Names and addresses of all partners, officers, and directors and any other person with an ownership interest greater than 5 percent.
5. Names of any Town officials or employees who are related to any of the partners, officers, or directors of the firm or have any ownership interest in the firm.
6. Certification as a designer under Chapter 579 of the Acts of 1980.
7. Names and vitae of all professionals (designers) who will be assigned to work on the project including any registrations and numbers.
8. A list of all projects including name, location, cost for design services, date, name of owner, name of owner's representative for which services were provided within the Commonwealth during the last five years. Identify projects as completed or underway.
9. A description of the skills which the firm has available and which will be applied to the project.
10. A description of the general skills of the firm.
11. Fee schedule, billing rate for assigned personnel, and projected upset costs.
12. If a joint venture proposal, provide the information for all parties to the joint venture.
13. Other information which will document the firm's capabilities and qualifications for the project.

APPENDIX C
Evaluation

NAME OF FIRM: _____

EVALUATOR: _____ DATE OF INTERVIEW _____

PRE-INTERVIEW

<u>CRITERIA</u>	<u>RATING</u> <u>(1, LOW - 10, HIGH)</u>
1. Potential to undertake project and meet deadlines	_____
2. General firm and project related experience	_____
3. Quality of proposal	_____
4. Projected fees	_____
5. Level of interest	_____
TOTAL	_____
RANKING AMONG PROPOSALS SUBMITTED	_____

PART II - AFTER INTERVIEW

<u>CRITERIA</u>	<u>RATING</u> <u>(1, LOW - 10,HIGH)</u>
1. Potential to undertake project and meet deadlines	_____
2. General firm experience	_____
3. Specialized experience on similar projects	_____
4. Quality of proposal	_____
5. Projected fees	_____
6. Level of interest	_____
7. Qualifications of assigned personnel	_____

8. Proximity to Concord	_____
9. Creativity	_____
10. Quality of presentation at interview	_____
11. Ability to work with Town personnel	_____
TOTAL	_____

PART III - REFERENCE EVALUATION

<u>CRITERIA</u>	<u>RATING</u> <u>(1, LOW - 10, HIGH)</u>
1. Ability to meet deadlines	_____
2. Ability to meet budgets	_____
3. Change orders as % of total contract	_____
4. Cost estimates	_____
5. Quality of design work	_____
6. Quality of bid specifications	_____
7. Availability of personnel	_____
8. Responsiveness to owner	_____
9. Ability to arbitrate	_____
TOTAL	_____
TOTAL SCORE PART II _____ +	
TOTAL SCORE PART III _____ =	_____
RANKING AMONG FIRMS INTERVIEWED	_____

APPENDIX D
Reference

1. Name of firm _____

2. Name and location of project _____

3. Description of project including total project cost and total design fees

4. Dates of project _____

5. Name and position of person contacted _____

6. Ability to meet deadlines _____

7. Ability to meet budgets _____

8. Change orders as % of total contact _____

9. Cost estimates _____

10. Quality of design work _____

11. Quality of bid specifications _____

12. Availability of personnel _____

13. Responsiveness to owner _____

14. Work relationship with contractor _____

15. Abilities as arbitrator _____

16. Summary of performance _____

17. Reference completed by: _____

18. Date _____

Central Register To Bid Design Services

1. Awarding authority:
2. Project Description and Identification Number:
3. Fee: Amount(if set) Negotiable
4. Special Requirements:
5. Plans/Specifications:
6. Project Completion Date:
7. Briefing Session:
8. Categories of Consultants:

Central Register Invitation To Bid Design Services

1. Awarding Authority:
2. Project Description and Identification Number:
3. Fee: Amount (if set): Negotiable
4. Special requirements:
5. Plans/Specifications:
6. Project Completion Date:
7. Briefing Session:
8. Categories of Consultants: